



STATE
OF
GEORGIA

File as

ORIGINAL
Application for

RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
Agency Application No.		Date Received JUN 22 1973	Date Completed JUN 28 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Support Services- General Files Atlanta, Georgia		4. Person to Contact Mel Bradford	
		5. Working Title R.H.O.	6. Tel. No. 656-5253

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1929 - to Date

9. Exact Series Title

Georgia Highway Authority Project File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget, and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the construction of roads and bridges financed by Authority funds. Authority projects are funded through bond issues.

See attached list for documents included in the series.

The file is arranged numerically by project number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers	115	172		10	15
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				This Year's	Last Year's
			AVERAGE DAILY REFERENCES	Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? [X] YES [] NO
14. Is there a duplication of this series in another office or agency? [X] YES [] NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] YES [] NO
16. Does the series contain classified information requiring security handling? [] YES [] NO
17. Does the series initiate, amend or terminate agency policies and procedures? [] YES [] NO
18. Could the function be performed if the files were lost or destroyed? [X] YES [] NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] YES [] NO
20. Does the record series provide data as input to an EDP file? [] YES [] NO
21. Does the record series contain documentation produced as EDP printout? [X] YES [] NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] YES [] NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] YES [] NO

24. REQUIREMENTS. The following requires the files to be kept 20 years:

- a. [] STATE LAW b. [X] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated Section 3-703- action upon sealed contracts shall be brought within 20 years after the right of action shall have accrued.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
-[] CALENDAR YEAR -[] FISCAL YEAR -[X] Other Final State payments to contractors the

Place file in inactive project file; cut off inactive project file at the end of the calendar year; transfer project file to Records Center; hold 20 years; then destroy.

Attach Samples of the Series

Records Management Officer *On Charles* Date

26. Recommendations	[] Approved [] Disapproved	Head of Agency/Designee <i>W. J. ...</i>	Date 6/6
in Paragraph	[X] Approved [] Disapproved	Department of Audits/Designee <i>William H. ...</i>	Date 6/26
25 are:	[X] Approved [] Disapproved	Secretary of State/Designee <i>Carroll ...</i>	Date 6-22
	[X] Approved [] Disapproved	Department of Law/Designee <i>B. ...</i>	Date 6/2



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

Amended 10/3/74; 74-352 + 74-353

1. Application Date 6/15/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No.		Date Received JUN 22 1973	Application No. 73-434	Date Completed JUN 28 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Support Services- General Files Atlanta, Georgia		4. Person to Contact Mel Bradford		
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1920 - To Date

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Attach Samples of the Series

Records Management Officer

Date 6/15/73

26. Recommendations

[] Approved [] Disapproved

Head of Agency/Designee

Date 6/6/73

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

Date 6-26-73

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Date 6-22-73

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date 6-26-73